

Sanitized Copy Approved for Release 2010/08/23 : CIA-RDP88G00186R000700760001-5

Registry -

Please file
per last
sentence of
22 Nov memo -

signed statements
are attached

Thx

STAT

Sanitized Copy Approved for Release 2010/08/23 : CIA-RDP88G00186R000700760001-5

ROUTING AND TRANSMITTAL SLIP

Date

TO: (Name, office symbol, room number, Building, Agency/Post)		Initials	Date
1.			
2.	DDA/MS 7D16		
3.	Hdgs		
4.			
5.			

Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

REMARKS

*attached are the original
office head memos,
for discussion.*

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post)	Room No.—Bldg. 615 Key
	Pho

5041-102

OPTIONAL FORM
Prescribed by GSA

ADMINISTRATIVE - INTERNAL USE ONLY

DDA 85-3826/10

22 NOV
1985

MEMORANDUM FOR: Executive Director

VIA: Inspector General

FROM: Harry E. Fitzwater
Deputy Director for Administration

SUBJECT: Federal Manager's Integrity Act

REFERENCE:

DDA REGISTRY
FILE: 30-18

1. To the best of my knowledge, the activities taking place during FY 1985 within my Directorate have been appropriately approved and carried out in accordance with law and Agency regulations. Obligations are valid and are supported in accordance with Agency regulations. Expenditures have been properly approved. Due care has been exercised to protect resources from misuse and misappropriation. Activities have been managed in an efficient and effective manner. Internal accounting and administrative controls are operational and effective.

2. Attached is a certifying statement from the Director of Finance regarding Agency revenues and expenditures applicable to operations for 1985 as required by Additionally, certified statements signed by each of the DA Office Directors attesting to the 1985 financial activities of their offices are on file in the DA registry section.

Harry E. Fitzwater

Attachment

ORIG: DDA/MS 7 Nov 85

Original - Addressee

- 1 - IG
- 1 - ER
- 1 - DDA Subject
- 1 - DDA Chrono
- 1 - DDA/MS Subject
- 1 - DDA/MS Chrono

ADMINISTRATIVE - INTERNAL USE ONLY

19 NOV 1985

ADPP 219-85

MEMORANDUM FOR: Deputy Director for Administration

FROM: Allen R. Elkins
Director of Finance

SUBJECT: Federal Managers' Financial Integrity Act

REFERENCE: Internal Accounting and Administrative
Control Systems

The following certification is made in partial support of the certification that reference requires you to submit to the Executive Director for all FY 1985 DDA activities in support of the Director's 1985 Report to the President and the Congress in conformance with the subject Act:

"To the best of my knowledge, the activities taking place during fiscal year 1985 within the Office of Finance have been appropriately approved and carried out in accordance with law and Agency regulations. Obligations are valid and are supported in accordance with Agency regulations. Expenditures have been properly approved. Due care has been exercised to protect resources from misuse and misappropriation. Activities have been managed in an efficient and effective manner. Internal accounting and administrative controls are operational and effective."

The above certification is based upon my assessment of the operation of internal accounting and administrative controls within the Office of Finance, and includes observation of the guidelines provided by

Allen R. Elkins

DDA 7-1
85-3826

07 NOV 1985

MEMORANDUM FOR: Director of Communications
Director of Information Services
Director of Information Technology
Director of Logistics
Director of Medical Services
Director of Personnel
Director of Security
Director of Training and Education

FROM:

Executive Officer to the DDA

SUBJECT: Federal Manager's Financial Integrity Act

REFERENCE:

1. The DDA is required to submit to the Executive Director, a report which is due 20 November, assuring that the controls specified in [redacted] are managed efficiently and effectively. Therefore, please sign the attached form acknowledging your office's internal accounting and administrative controls for FY 1985, and return to me by 15 November 1985.

2. If there are any exceptions, they should be incorporated in the statement, together with an explanation of proposed corrective action.

Attachment

85-3826/1

Date: 13 Nov 85

ILLEGIB

MEMORANDUM FOR: Deputy Director for Administration

FROM: Robert A. Ingram
Office of Medical Services

SUBJECT: Internal Accounting and Administrative Control Directive

To the best of my knowledge, the activities taking place during FY 1985 within my office have been appropriately approved and carried out in accordance with law and Agency regulations. Obligations are valid and are supported in accordance with Agency regulations. Expenditures have been properly approved. Due care has been exercised to protect resources from misuse and misappropriation. Activities have been managed in an efficient and effective manner. Internal accounting and administrative controls are operational and effective. Exceptions, if any, are listed on a separate page with an explanation of proposed corrective action.

STAT

Acknowledged

85-3826/2

Date: **13 NOV 1985**

ILLEGIB

MEMORANDUM FOR: Deputy Director for Administration

FROM:

Office of Information Services

SUBJECT: Internal Accounting and Administrative Control Directive

To the best of my knowledge, the activities taking place during FY 1985 within my office have been appropriately approved and carried out in accordance with law and Agency regulations. Obligations are valid and are supported in accordance with Agency regulations. Expenditures have been properly approved. Due care has been exercised to protect resources from misuse and misappropriation. Activities have been managed in an efficient and effective manner. Internal accounting and administrative controls are operational and effective. Exceptions, if any, are listed on a separate page with an explanation of proposed corrective action.

STAT

Acknowledg

85-3826/3

Date: 15 NOV 1985

MEMORANDUM FOR: Deputy Director for Administration

FROM:

Office of Security

SUBJECT: Internal Accounting and Administrative Control Directive

DD/A REGISTRY
FILE: 30-18

To the best of my knowledge, the activities taking place during FY 1985 within my office have been appropriately approved and carried out in accordance with law and Agency regulations. Obligations are valid and are supported in accordance with Agency regulations. Expenditures have been properly approved. Due care has been exercised to protect resources from misuse and misappropriation. Activities have been managed in an efficient and effective manner. Internal accounting and administrative controls are operational and effective. Exceptions, if any, are listed on a separate page with an explanation of proposed corrective action.

Acknowledged:

✓ AD/OS

85-38264

Date: 13 Nov 1985

MEMORANDUM FOR: Deputy Director for Administration

FROM: William F. Donnelly ☐
Office of Information Technology

DDI
FILE: 30-10

SUBJECT: Internal Accounting and Administrative Control Directive

To the best of my knowledge, the activities taking place during FY 1985 within my office have been appropriately approved and carried out in accordance with law and Agency regulations. Obligations are valid and are supported in accordance with Agency regulations. Expenditures have been properly approved. Due care has been exercised to protect resources from misuse and misappropriation. Activities have been managed in an efficient and effective manner. Internal accounting and administrative controls are operational and effective. Exceptions, if any, are listed on a separate page with an explanation of proposed corrective action.

Acknowledged: ☐

85-3826/6

Date: 11-15-85

MEMORANDUM FOR: Deputy Director for Administration

FROM: Robert W. Magee
Office of Personnel

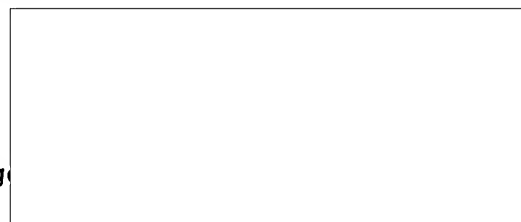
SUBJECT: Internal Accounting and Administrative Control Directive

DATA REISTRY
FILE: 30-18-05

To the best of my knowledge, the activities taking place during FY 1985 within my office have been appropriately approved and carried out in accordance with law and Agency regulations. Obligations are valid and are supported in accordance with Agency regulations. Expenditures have been properly approved. Due care has been exercised to protect resources from misuse and misappropriation. Activities have been managed in an efficient and effective manner. Internal accounting and administrative controls are operational and effective. Exceptions, if any, are listed on a separate page with an explanation of proposed corrective action.

STAT

Acknowledg



85-3826/7

14 NOV 1985

Date: _____

DEPT. OF JUSTICE
FILE: 38-18

MEMORANDUM FOR: Deputy Director for Administration

FROM:

[Redacted]

Office of Communications

SUBJECT: Internal Accounting and Administrative Control Directive

To the best of my knowledge, the activities taking place during FY 1985 within my office have been appropriately approved and carried out in accordance with law and Agency regulations. Obligations are valid and are supported in accordance with Agency regulations. Expenditures have been properly approved. Due care has been exercised to protect resources from misuse and misappropriation. Activities have been managed in an efficient and effective manner. Internal accounting and administrative controls are operational and effective. Exceptions, if any, are listed on a separate page with an explanation of proposed corrective action.

Acknowledged: _____

[Redacted Signature Box]

85-3826/8

Date: 14 Nov 85

MEMORANDUM FOR: Deputy Director for Administration

FROM:

Office of Training and Education

SUBJECT: Internal Accounting and Administrative Control Directive

DD/A REGISTRY
FILE: 30-18

To the best of my knowledge, the activities taking place during FY 1985 within my office have been appropriately approved and carried out in accordance with law and Agency regulations. Obligations are valid and are supported in accordance with Agency regulations. Expenditures have been properly approved. Due care has been exercised to protect resources from misuse and misappropriation. Activities have been managed in an efficient and effective manner. Internal accounting and administrative controls are operational and effective. Exceptions, if any, are listed on a separate page with an explanation of proposed corrective action.

Acknowledg

85-3826/9

Date: 14 NOV 1985

MEMORANDUM FOR: Deputy Director for Administration

FROM: Henry P. Mahoney
Office of Logistics

SUBJECT: Internal Accounting and Administrative Control Directive

DDIA MEMORANDUM
FILE: 38-18

To the best of my knowledge, the activities taking place during FY 1985 within my office have been appropriately approved and carried out in accordance with law and Agency regulations. Obligations are valid and are supported in accordance with Agency regulations. Expenditures have been properly approved. Due care has been exercised to protect resources from misuse and misappropriation. Activities have been managed in an efficient and effective manner. Internal accounting and administrative controls are operational and effective. Exceptions, if any, are listed on a separate page with an explanation of proposed corrective action.

STAT

Acknowledged:

--

19 NOV 1985

ADPP 220-85

85-3826 / 12

MEMORANDUM FOR: Executive Director

THROUGH: Deputy Director for Administration

FROM: Allen R. Elkins
Director of Finance

SUBJECT: Federal Managers' Financial Integrity Act

REFERENCE: Internal Accounting and Administrative
Control Systems

DDA
STRY
FILE: 30-18

1. This paragraph provides the certification required of me by paragraph e(2) of reference to be used in support of the relevant portion of the Director's 1985 Report to the President and Congress in conformance with the Act. The certification which follows is based upon my assessment, with due attention to the guidelines provided by paragraph e(1)(a) of reference, of the operation of internal accounting and administrative controls throughout the Agency:

"To the best of my knowledge, during FY 1985 revenues and expenditures applicable to operations for which the Agency is responsible were accounted for, certified and recorded properly so that reliable financial and statistical reports could be prepared and accountability of assets maintained."

2. The subject Act also requires that the Director's Report include a statement on whether the accounting system of the Agency conforms to the principles, standards and requirements prescribed by the Comptroller General for observance by Federal Agencies. The certification which follows to support that portion of the Director's 1985 Report is based upon my assessment of staff evaluation of the conformance of the Agency accounting system with such principles, standards and requirements:

"To the best of my knowledge, Comptroller General principles, standards and related requirements for accounting systems have been and continue to be used as the guidelines against which the Agency Accounting System has been developed and is being maintained."

Allen R. Elkins

*original part of packet assembled with other originals
to support DCI report to President & Congress.*

12-17-85